

POLICE FACILITIES ASSISTANT MANAGER

Milwaukee Police Department (MPD)

PURPOSE:

Under the direction of the Police Facilities Manager, the Police Facilities Assistant Manager has the primary responsibility for the supervision of maintenance, operations, and repairs of Police Department facilities and fleet operations and indirectly supervises all Facility Services personnel and contractors. The Police Facilities Assistant Manager also assists with various administrative functions of the Division including payroll, scheduling of staff, purchasing, preventative and predictive maintenance, budget administration and the development of specifications for maintenance related activities.

ESSENTIAL FUNCTIONS:

- General supervision of the work of supervisors, housekeeping, maintenance, fleet service, printing and stores staff assigned to the Division.
- Coordinate the planning and organizing of work schedules and assignments for routine maintenance, emergency maintenance, preventative maintenance, and all housekeeping activities.
- Assist in the oversight of the Printing, Stores, and Fleet Services sections of the Division.
- Obtain estimates, issue contracts and oversee all minor repair work performed by outside contractors or city trades.
- Utilize automated building management and work order management software.
- Prepare specifications for service contracts and oversee the procurement and inventory of supplies, repair parts, and equipment required for Division operations.
- Check completed assignments and ensure the quality of work being performed.
- Manage key inventory for all Department facilities.
- Periodically inspect the physical condition and operating efficiency of the buildings and their mechanical equipment.
- Assist in the development of the annual budget and the oversight of various capital improvement projects.
- Prepare reports, budget requests and maintain records.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Engineering, Facilities Management, Architecture or closely related field from an accredited college or university.

NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box PFAM, Department of Employee Relations, City Hall, Room 706, 200 E. Wells St., Milwaukee, WI 53202-3554. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.

2. Three (3) years of supervisory experience in facility management, building operations, infrastructure renovation and repair with responsibilities closely related to the duties outlined above.
3. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Registration as a Professional Engineer or Architect in the State of Wisconsin.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of building construction, repair, preventative maintenance, safety, and accident

Police Facilities Assistant Manager

- prevention in commercial applications.
- Knowledge of facilities management practices.
- Knowledge of and commitment to safe work practices and procedures.
- Leadership and supervisory skills including the ability to effectively plan, organize and allocate resources, direct activities and establish priorities.
- Decision making and analysis skills to ensure correct utilization of division personnel and resources.
- Ability to prepare written reports, specifications, emails and responses to communications from superiors, contractors, and direct report staff.
- Ability to effectively relate and talk to a variety of people ranging from unskilled laborer to senior supervisory personnel and Police Department Command Staff.
- Ability to read and interpret blueprints and specifications.
- Ability to calculate and understand mathematical concepts including algebra and geometry.
- Ability to use personal computers and software programs including word processing, spreadsheets and maintenance software.
- Ability to effectively manage complex projects while meeting specific deadlines.
- Ability to prepare, analyze and manage division budgets.
- Ability to manage various levels of personnel including professional, technical, construction trades, building services and maintenance employees.
- Ability to think independently and work with minimal supervision.
- Ability to manage multiple vendors, contractors, and consultants.

CURRENT SALARY (PR 1EX):

- The current starting salary is \$57,884 for City of Milwaukee residents. The non-resident starting salary is \$57,028. Recruitment above the minimum is possible.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **May 2, 2014**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** *The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414-286-2105.*

Persons offered employment must pass a background investigation, medical examination and a pre-employment drug test as a condition of employment.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.

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